



4061
10 February 2008

MEMORANDUM

From: Commanding Officer
CGC Underway (WMEC-905)

Reply to
Attn of:

To: COMMANDANT (CG-11)

Subj: EXCESS ACCUMULATED DEFICIT

Ref: (a) Food Service Manual, COMDTINST M4061.5, ch. 7-B-5

1. In accordance with reference (a), a complete physical inventory of all subsistence provisions was conducted on 31 January 2008. This inventory, after reconciling with the books showed differences in the amount of \$XXX.XX.

2. The following causes contributed to the deficit:

a. Lack of secure storage. During reconciliation with the books, a shortage of 10 cans of coffee was noted for a price of \$XX.XX, these items account for 10 percent of the deficit.

b. Inaccurate inventories and poor record keeping practice.

3. The following corrective actions are already in place.

a. Ensuring personnel on seprats and civilians are charged an appropriate number of meals to help defray the cost of their participation in the coffee mess.

b. Ensuring tighter monetary control by the FSO.

c. Improve menu costing by eliminating the procurement of pre-made food items.

4. This excess deficit can be liquidated within 2 reporting periods. This can be accomplished without any adverse affect on the unit.

5. An audit board or board of investigation is not required at this time.

#

Copy: MLCLANT (FSAT)